

APPENDIX O - Preparation Guidelines for Site
Damage Report

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APPENDIX O - Preparation Guidelines for Site Damage Report

Use of Site Damage Report

The Site Damage Report (SDR) is used for projects in the HA23 program for major damage restoration. It is the programming document and the project approval document for most HA23 projects for the SHOPP. Neither a Project Study Report (PSR) or a Project Report (PR) is required unless the scope of the restoration is so extensive that an environmental document is required.

If the project is eligible for FHWA Emergency Relief (ER) funding, the federal Damage Assessment Form (DAF) is substituted for the SDR. Projects eligible for Federal Emergency Management Agency (FEMA) Stafford Act relief may substitute the Damage Survey Report (DSR) for the SDR.

Report Format

The SDR is prepared and submitted using the accompanying form which is administered by the Maintenance Program.

Advisory

Site damage reports should, if possible, have a cover sheet to provide project identification and signatures. Information to be provided includes the following:

- Title
- District-County-Route-Kilometer Post (Post Mile)
- Responsible Unit
- Expenditure Authorization
- Program Identification
- Limits
- Vicinity Map
- Right of Way District Division Chief Signature
- Recommended Approval of Project Manager
- Approval

The SDR is an engineering report and must be prepared under the direction of a registered civil engineer. A sheet should be inserted behind the SDR cover sheet, containing the following statement and the stamp or seal and signature of the engineer in responsible charge:

"This Site Damage Report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based."

**EXHIBIT HA23-1
STATE of CALIFORNIA
DEPARTMENT OF TRANSPORTATION (CALTRANS)**

**SITE DAMAGE REPORT
(HA23 Program)**

Report No.: _____
Sheet No.: _____
Sketch: (Y/N) _____

LOCATION of DAMAGE :				Date of Event: _____	
District	County	Route #	PM Limits	Date of Insp: _____	
				TYPE of ROUTE	
LOCATION DESCRIPTION:				I/IR: _____	
				FAP: _____	
				FAU: _____	
				STATE: _____	
ROAD/BRIDGE DATA:				LOCAL ROUTE #:	
Bridge:	Bridge #		Bridge Type		
Trav'd Way:	**Width(L)		Pavement Type		
	Width(R)		Pavement Type		
Shoulder:	**Width(L)		Surface Type	ADT: _____	
	Width(R)		Surface Type	ADT _____	
Notes: * See "Log of Bridges On State Highways" (by District)				(Existing)	
** See "California State Highway Log" (by District)				ADT _____	
DESCRIPTION OF DAMAGE:				(Future)	
				YEAR: _____	
				PHOTOS	
				Roll Number _____	
				Picture	
COST ESTIMATE					
Use supplemental Sheets for all large sketches, calculations, descriptions of work(equipment, labor, materials) and other detailed information relevant to this site.					
Sketch :			Recommended Work Method		COST SUMMARY
			DL/FA	CONTRACT	
Emergency Work to Date:					
Emergency Work Remaining:					
Restoration:					
Right of Way:					
TOTAL:					
Environmental Assessment Recommendation:			Report Prepared By: _____		
Not Required; Emergency Only			Phone (ATSS) : _____		
			Date of Report: _____		
Major Action			District Major Damage Coord.: _____		
			FHWA Review : (Name) _____		
Non-Major Action			(Date) _____		
			FHWA Concur : (Y/N) _____		

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